

BOS Agreement # 25-163

**COUNTY OF MENDOCINO
STANDARD SERVICES AGREEMENT**

This Agreement is by and between the COUNTY OF MENDOCINO, hereinafter referred to as the "COUNTY", and **REDWOOD COMMUNITY SERVICES, INC.**, hereinafter referred to as the "CONTRACTOR".

WITNESSETH

WHEREAS, pursuant to Government Code Section 31000, COUNTY may retain independent contractors to perform special services to or for COUNTY or any department thereof; and,

WHEREAS, COUNTY desires to obtain CONTRACTOR for its Transitional Housing Program-Plus (THP-Plus) services for young adults ages eighteen (18) to twenty-five (25); and,

WHEREAS, CONTRACTOR is willing to provide such services on the terms and conditions set forth in this Agreement and is willing to provide same to COUNTY.

NOW, THEREFORE it is agreed that COUNTY does hereby retain CONTRACTOR to provide the services described in Exhibit A, and CONTRACTOR accepts such engagement, on the General Terms and Conditions hereinafter specified in this Agreement, the Additional Provisions attached hereto, and the following described exhibits, all of which are incorporated into this Agreement by this reference:

- Exhibit A Definition of Services
- Exhibit B Payment Terms
- Exhibit C Insurance Requirements
- Exhibit D Assurance of Compliance with Nondiscrimination in State and Federally Assisted Programs
- Appendix A Certification Regarding Debarment, Suspension, and Other Responsibility Matters -- Lower Tier Covered Transactions
- Appendix B YES – MH & YPP Packet

The term of this Agreement shall be from October 1, 2025 (the "Effective Date"), and shall continue through June 30, 2026.

The compensation payable to CONTRACTOR hereunder shall not exceed One Hundred Fifty-Six Thousand Dollars (\$156,000) for the term of this Agreement.

IN WITNESS WHEREOF

DEPARTMENT FISCAL REVIEW:

By: *DeNeese Parker*
DeNeese Parker, Social Services Director

Date: 9/3/2025

Budgeted: Yes
Budget Unit: 5130
Line Item: 86-3127
Org/Object Code: CW
Grant: No
Grant No.: N/A

COUNTY OF MENDOCINO

By: *John Haschak*
JOHN HASCHAK, Chair
BOARD OF SUPERVISORS

Date: 09/23/2025

ATTEST:

DARCIE ANTLE, Clerk of said Board

By: *Arcy*
Deputy 09/23/2025

I hereby certify that according to the provisions of Government Code section 25103, delivery of this document has been made.

DARCIE ANTLE, Clerk of said Board

By: *Arcy*
Deputy 09/23/2025

INSURANCE REVIEW:

By: *Darcie Antle*
Risk Management

Date: 09/02/2025

CONTRACTOR/COMPANY NAME

By: *Victoria Kelly*
Victoria Kelly, Chief Executive Officer

Date: 9/3/2025

NAME AND ADDRESS OF CONTRACTOR:

REDWOOD COMMUNITY SERVICES, INC.
P.O. Box 2077
Ukiah, CA 95482
707-467-2010
KellyV@redwoodcommunityservices.org

By signing above, signatory warrants and represents that he/she executed this Agreement in his/her authorized capacity and that by his/her signature on this Agreement, he/she or the entity upon behalf of which he/she acted, executed this Agreement

COUNTY COUNSEL REVIEW:

APPROVED AS TO FORM:

By: *Charlotte Scott*
COUNTY COUNSEL

Date: 09/02/2025

EXECUTIVE OFFICE/FISCAL REVIEW:

By: *Sara Per*
Deputy CEO or Designee

Date: 09/02/2025

Signatory Authority: \$0-25,000 Department; \$25,001- 50,000 Purchasing Agent; \$50,001+ Board of Supervisors
Exception to Bid Process Required/Completed EB #25-150
Mendocino County Business License: Valid
Exempt Pursuant to MCC Section: Located within city limits in Mendocino County

GENERAL TERMS AND CONDITIONS

1. **INDEPENDENT CONTRACTOR:** No relationship of employer and employee is created by this Agreement; it being understood and agreed that CONTRACTOR is an Independent Contractor. CONTRACTOR is not the agent or employee of the COUNTY in any capacity whatsoever, and COUNTY shall not be liable for any acts or omissions by CONTRACTOR nor for any obligations or liabilities incurred by CONTRACTOR.

CONTRACTOR shall have no claim under this Agreement or otherwise, for seniority, vacation time, vacation pay, sick leave, personal time off, overtime, health insurance medical care, hospital care, retirement benefits, social security, disability, Workers' Compensation, or unemployment insurance benefits, civil service protection, or employee benefits of any kind.

CONTRACTOR shall be solely liable for and obligated to pay directly all applicable payroll taxes (including federal and state income taxes) or contributions for unemployment insurance or old age pensions or annuities which are imposed by any governmental entity in connection with the labor used or which are measured by wages, salaries or other remuneration paid to its officers, agents or employees and agrees to indemnify and hold COUNTY harmless from any and all liability which COUNTY may incur because of CONTRACTOR's failure to pay such amounts.

In carrying out the work contemplated herein, CONTRACTOR shall comply with all applicable federal and state workers' compensation and liability laws and regulations with respect to the officers, agents and/or employees conducting and participating in the work; and agrees that such officers, agents, and/or employees will be considered as Independent Contractors and shall not be treated or considered in any way as officers, agents and/or employees of COUNTY.

CONTRACTOR does, by this Agreement, agree to perform his/her said work and functions at all times in strict accordance with all applicable federal, state and COUNTY laws, including but not limited to prevailing wage laws, ordinances, regulations, titles, departmental procedures and currently approved methods and practices in his/her field and that the sole interest of COUNTY is to ensure that said service shall be performed and rendered in a competent, efficient, timely and satisfactory manner and in accordance with the standards required by the COUNTY agency concerned.

Notwithstanding the foregoing, if the COUNTY determines that pursuant to state and federal law CONTRACTOR is an employee for purposes of income tax withholding, COUNTY may upon two (2) week's written notice to CONTRACTOR, withhold from payments to CONTRACTOR hereunder federal and state income taxes and pay said sums to the federal and state governments.

2. **INDEMNIFICATION:** To the furthest extent permitted by law (including without limitation California Civil Code sections 2782 and 2782.8, if applicable), CONTRACTOR shall assume the defense of, indemnify, and hold harmless the COUNTY, its officers, agents, and employees, from and against any and all claims, demands, damages, costs, liabilities, and losses whatsoever alleged to be occurring or resulting in connection with the CONTRACTOR's performance or its obligations under this Agreement, unless arising out of the sole negligence or willful misconduct of COUNTY. "CONTRACTOR's performance" includes CONTRACTOR's action or inaction and the action or inaction of CONTRACTOR's officers, employees, agents and subcontractors.
3. **INSURANCE AND BOND:** CONTRACTOR shall at all times during the term of the Agreement with the COUNTY maintain in force those insurance policies and bonds as designated in the attached Exhibit C, and will comply with all those requirements as stated therein.
4. **WORKERS' COMPENSATION:** CONTRACTOR shall provide Workers' Compensation insurance, as applicable, at CONTRACTOR's own cost and expense and further, neither the CONTRACTOR nor its carrier shall be entitled to recover from COUNTY any costs, settlements, or expenses of Workers' Compensation claims arising out of this Agreement.

CONTRACTOR affirms that s/he is aware of the provisions of Section 3700 of the California Labor Code which requires every employer to be insured against liability for the Workers' Compensation or to undertake self-insurance in accordance with the provisions of the Code and CONTRACTOR further assures that s/he will comply with such provisions before commencing the performance of work under this Agreement. CONTRACTOR shall furnish to COUNTY certificate(s) of insurance evidencing Worker's Compensation Insurance coverage to cover its employees, and CONTRACTOR shall require all subcontractors similarly to provide Workers' Compensation Insurance as required by the Labor Code of the State of California for all of subcontractors' employees.

5. **CONFORMITY WITH LAW AND SAFETY:**
 - a. In performing services under this Agreement, CONTRACTOR shall observe and comply with all applicable laws, ordinances, codes and regulations of governmental agencies, including federal, state, municipal, and local governing bodies, having jurisdiction over the scope of services, including all applicable provisions of the California Occupational Safety and Health Act. CONTRACTOR shall indemnify and hold COUNTY harmless from any and all liability, fines, penalties and consequences from any of CONTRACTOR's failures to comply with such laws, ordinances, codes and regulations.

- b. Accidents: If a death, serious personal injury or substantial property damage occurs in connection with CONTRACTOR's performance of this Agreement, CONTRACTOR shall immediately notify Mendocino County Risk Manager's Office by telephone. CONTRACTOR shall promptly submit to COUNTY a written report, in such form as may be required by COUNTY of all accidents which occur in connection with this Agreement. This report must include the following information: (1) name and address of the injured or deceased person(s); (2) name and address of CONTRACTOR's sub-contractor, if any; (3) name and address of CONTRACTOR's liability insurance carrier; and (4) a detailed description of the accident and whether any of COUNTY's equipment, tools, material, or staff were involved.
 - c. CONTRACTOR further agrees to take all reasonable steps to preserve all physical evidence and information which may be relevant to the circumstances surrounding a potential claim, while maintaining public safety, and to grant to the COUNTY the opportunity to review and inspect such evidence, including the scene of the accident.
6. PAYMENT: For services performed in accordance with this Agreement, payment shall be made to CONTRACTOR as provided in Exhibit B hereto as funding permits.

If COUNTY over pays CONTRACTOR for any reason, CONTRACTOR agrees to return the amount of such overpayment to COUNTY, or at COUNTY's option, permit COUNTY to offset the amount of such overpayment against future payments owed to CONTRACTOR under this Agreement or any other Agreement.

In the event CONTRACTOR claims or receives payment from COUNTY for a service, reimbursement for which is later disallowed by COUNTY, State of California or the United States Government, the CONTRACTOR shall promptly refund the disallowance amount to COUNTY upon request, or at its option COUNTY may offset the amount disallowed from any payment due or that becomes due to CONTRACTOR under this Agreement or any other Agreement.

All invoices, receipts, or other requests for payment under this contract must be submitted by CONTRACTOR to COUNTY in a timely manner and consistent with the terms specified in Exhibit B. In no event shall COUNTY be obligated to pay any request for payment for which a written request for payment and all required documentation was first received more than six (6) months after this Agreement has terminated, or beyond such other time limit as may be set forth in Exhibit B.

7. TAXES: Payment of all applicable federal, state, and local taxes shall be the sole responsibility of the CONTRACTOR.

8. **OWNERSHIP OF DOCUMENTS:** CONTRACTOR hereby assigns the COUNTY and its assignees all copyright and other use rights in any and all proposals, plans, specification, designs, drawings, sketches, renderings, models, reports and related documents (including computerized or electronic copies) respecting in any way the subject matter of this Agreement, whether prepared by the COUNTY, the CONTRACTOR, the CONTRACTOR's subcontractors or third parties at the request of the CONTRACTOR (collectively, "Documents and Materials"). This explicitly includes the electronic copies of all above stated documentation.

CONTRACTOR shall be permitted to retain copies, including reproducible copies and computerized copies, of said Documents and Materials. CONTRACTOR agrees to take such further steps as may be reasonably requested by COUNTY to implement the aforesaid assignment. If for any reason said assignment is not effective, CONTRACTOR hereby grants the COUNTY and any assignee of the COUNTY an express royalty – free license to retain and use said Documents and Materials. The COUNTY's rights under this paragraph shall apply regardless of the degree of completion of the Documents and Materials and whether or not CONTRACTOR's services as set forth in Exhibit A of this Agreement have been fully performed or paid for.

The COUNTY's rights under this Paragraph 8 shall not extend to any computer software used to create such Documents and Materials.

9. **CONFLICT OF INTEREST:** The CONTRACTOR covenants that it presently has no interest, and shall not have any interest, direct or indirect, which would conflict in any manner with the performance of services required under this Agreement.
10. **NOTICES:** All notices, requests, demands, or other communications under this Agreement shall be in writing. Notices shall be given for all purposes as follows:

Personal delivery: When personally delivered to the recipient, notices are effective on delivery.

First Class Mail: When mailed first class to the last address of the recipient known to the party giving notice, notice is effective three (3) mail delivery days after deposit in a United States Postal Service office or mailbox. **Certified Mail:** When mailed certified mail, return receipt requested, notice is effective on receipt, if delivery is confirmed by a return receipt.

Overnight Delivery: When delivered by overnight delivery (Federal Express/Airborne/United Parcel Service/DHL WorldWide Express) with charges prepaid or charged to the sender's account, notice is effective on delivery, if delivery is confirmed by the delivery service.

Facsimile transmission: When sent by facsimile to the facsimile number of the recipient known to the party giving notice, notice is effective on receipt, provided that, (a) a duplicate copy of the notice is promptly given by first-class or certified mail or by overnight delivery, or (b) the receiving party delivers a written confirmation of receipt. Any notice given facsimile shall be deemed received on the next business day if it is received after 5:00 p.m. (recipient's time) or on a non-business day.

Addresses for purpose of giving notice are as follows:

To COUNTY: COUNTY OF MENDOCINO
Department of Social Services
P.O. Box 1060
Ukiah, CA 95482
Attn: Waldi Helma

To CONTRACTOR: REDWOOD COMMUNITY SERVICES, INC.
P.O. Box 2077
Ukiah, CA 95482
Attn: Victoria Kelly

Any correctly addressed notice that is refused, unclaimed, or undeliverable because of an act or omission of the party to be notified shall be deemed effective as of the first date that said notice was refused, unclaimed, or deemed undeliverable by the postal authorities, messenger, or overnight delivery service.

Any party may change its address or facsimile number by giving the other party notice of the change in any manner permitted by this Agreement.

11. USE OF COUNTY PROPERTY: CONTRACTOR shall not use COUNTY property (including equipment, instruments and supplies) or personnel for any purpose other than in the performance of his/her obligations under this Agreement.
12. EQUAL EMPLOYMENT OPPORTUNITY PRACTICES PROVISIONS: CONTRACTOR certifies that it will comply with all Federal, State, and local laws, rules and regulations pertaining to nondiscrimination in employment.
 - a. CONTRACTOR shall, in all solicitations or advertisements for applicants for employment placed as a result of this Agreement, state that it is an "Equal Opportunity Employer" or that all qualified applicants will receive consideration for employment without regard to their race, creed, color, pregnancy, disability, sex, sexual orientation, gender identity, ancestry, national origin, age, religion, Veteran's status, political affiliation, or any other factor prohibited by law.

- b. CONTRACTOR shall, if requested to so do by the COUNTY, certify that it has not, in the performance of this Agreement, engaged in any unlawful discrimination.
 - c. If requested to do so by the COUNTY, CONTRACTOR shall provide the COUNTY with access to copies of all of its records pertaining or relating to its employment practices, except to the extent such records or portions of such records are confidential or privileged under State or Federal law.
 - d. Nothing contained in this Agreement shall be construed in any manner so as to require or permit any act which is prohibited by law.
 - e. The CONTRACTOR shall include the provisions set forth in this paragraph in each of its subcontracts.
13. DRUG-FREE WORKPLACE: CONTRACTOR and CONTRACTOR's employees shall comply with the COUNTY's policy of maintaining a drug-free workplace. Neither CONTRACTOR nor CONTRACTOR's employees shall unlawfully manufacture, distribute, dispense, possess or use controlled substances, as defined in 21 U.S. Code § 812, including, but not limited to, marijuana, heroin, cocaine, and amphetamines, at any COUNTY facility or work site. If CONTRACTOR or any employee of CONTRACTOR is convicted or pleads *nolo contendere* to a criminal drug statute violation occurring at a COUNTY facility or work site, the CONTRACTOR, within five days thereafter, shall notify the head of the COUNTY department/agency for which the contract services are performed. Violation of this provision shall constitute a material breach of this Agreement.
14. ENERGY CONSERVATION: CONTRACTOR agrees to comply with the mandatory standards and policies relating to energy efficiency in the State of California Energy Conservation Plan, (Title 24, California Administrative Code).
15. COMPLIANCE WITH LICENSING REQUIREMENTS: CONTRACTOR shall comply with all necessary licensing requirements and shall obtain appropriate licenses. To the extent required by law, CONTRACTOR shall display licenses in a location that is reasonably conspicuous. Upon COUNTY's request, CONTRACTOR shall file copies of same with the County Executive Office.
- CONTRACTOR represents and warrants to COUNTY that CONTRACTOR and its employees, agents, and any subcontractors have all licenses, permits, qualifications, and approvals of whatsoever nature that are legally required to practice their respective professions.
16. AUDITS; ACCESS TO RECORDS: The CONTRACTOR shall make available to the COUNTY, its authorized agents, officers, or employees, for examination any and all ledgers, books of accounts, invoices, vouchers, cancelled checks, and other records or documents evidencing or relating to the expenditures and

disbursements charged to the COUNTY, and shall furnish to the COUNTY, within sixty (60) days after examination, its authorized agents, officers or employees such other evidence or information as the COUNTY may require with regard to any such expenditure or disbursement charged by the CONTRACTOR.

The CONTRACTOR shall maintain full and adequate records in accordance with COUNTY requirements to show the actual costs incurred by the CONTRACTOR in the performance of this Agreement. If such books and records are not kept and maintained by CONTRACTOR within the County of Mendocino, California, CONTRACTOR shall, upon request of the COUNTY, make such books and records available to the COUNTY for inspection at a location within County or CONTRACTOR shall pay to the COUNTY the reasonable, and necessary costs incurred by the COUNTY in inspecting CONTRACTOR's books and records, including, but not limited to, travel, lodging and subsistence costs. CONTRACTOR shall provide such assistance as may be reasonably required in the course of such inspection. The COUNTY further reserves the right to examine and reexamine said books, records and data during the four (4) year period following termination of this Agreement or completion of all work hereunder, as evidenced in writing by the COUNTY, and the CONTRACTOR shall in no event dispose of, destroy, alter, or mutilate said books, records, accounts, and data in any manner whatsoever for four (4) years after the COUNTY makes the final or last payment or within four (4) years after any pending issues between the COUNTY and CONTRACTOR with respect to this Agreement are closed, whichever is later.

17. DOCUMENTS AND MATERIALS: CONTRACTOR shall maintain and make available to COUNTY for its inspection and use during the term of this Agreement, all Documents and Materials, as defined in Paragraph 8 of this Agreement. CONTRACTOR's obligations under the preceding sentence shall continue for four (4) years following termination or expiration of this Agreement or the completion of all work hereunder (as evidenced in writing by COUNTY), and CONTRACTOR shall in no event dispose of, destroy, alter or mutilate said Documents and Materials, for four (4) years following the COUNTY's last payment to CONTRACTOR under this Agreement.
18. TIME OF ESSENCE: Time is of the essence in respect to all provisions of this Agreement that specify a time for performance; provided, however, that the foregoing shall not be construed to limit or deprive a party of the benefits of any grace or use period allowed in this Agreement.
19. TERMINATION: The COUNTY has and reserves the right to suspend, terminate or abandon the execution of any work by the CONTRACTOR without cause at any time upon giving to the CONTRACTOR notice. Such notice shall be in writing and may be issued by any COUNTY officer authorized to execute or amend the contract, the County Chief Executive Officer, or any other person designated by the County Board of Supervisors. In the event that the COUNTY should abandon, terminate or suspend the CONTRACTOR's work, the

CONTRACTOR shall be entitled to payment for services provided hereunder prior to the effective date of said suspension, termination or abandonment. Said payment shall be computed in accordance with Exhibit B hereto, provided that the maximum amount payable to CONTRACTOR for its services as outlined in Exhibit A shall not exceed \$156,000 payment for services provided hereunder prior to the effective date of said suspension, termination or abandonment or lack of funding.

20. **NON APPROPRIATION:** If COUNTY should not appropriate or otherwise make available funds sufficient to purchase, lease, operate or maintain the products set forth in this Agreement, or other means of performing the same functions of such products, COUNTY may unilaterally terminate this Agreement only upon thirty (30) days written notice to CONTRACTOR. Upon termination, COUNTY shall remit payment for all products and services delivered to COUNTY and all expenses incurred by CONTRACTOR prior to CONTRACTOR's receipt of the termination notice.
21. **CHOICE OF LAW:** This Agreement, and any dispute arising from the relationship between the parties to this Agreement, shall be governed by the laws of the State of California, excluding any laws that direct the application of another jurisdiction's laws.
22. **VENUE:** All lawsuits relating to this contract must be filed in Mendocino County Superior Court, Mendocino County, California.
23. **WAIVER:** No waiver of a breach, failure of any condition, or any right or remedy contained in or granted by the provisions of this Agreement shall be effective unless it is in writing and signed by the party waiving the breach, failure, right or remedy. No waiver of any breach, failure, right or remedy shall be deemed a waiver of any other breach, failure, right or remedy, whether or not similar, nor shall any waiver constitute a continuing waiver unless the writing so specifies.
24. **ADVERTISING OR PUBLICITY:** CONTRACTOR shall not use the name of COUNTY, its officers, directors, employees or agents, in advertising or publicity releases or otherwise without securing the prior written consent of COUNTY in each instance.
25. **ENTIRE AGREEMENT:** This Agreement, including all attachments, exhibits, and any other documents specifically incorporated into this Agreement, shall constitute the entire Agreement between COUNTY and CONTRACTOR relating to the subject matter of this Agreement. As used herein, Agreement refers to and includes any documents incorporated herein by reference and any exhibits or attachments. This Agreement supersedes and merges all previous understandings, and all other Agreements, written or oral, between the parties and sets forth the entire understanding of the parties regarding the subject matter thereof. This Agreement may not be modified except by a written document

signed by both parties. In the event of a conflict between the body of this Agreement and any of the Exhibits, the provisions in the body of this Agreement shall control.

26. HEADINGS: Herein are for convenience of reference only and shall in no way affect interpretation of this Agreement.
27. MODIFICATION OF AGREEMENT: This Agreement may be supplemented, amended or modified only by the mutual Agreement of the parties. No supplement, amendment or modification of this Agreement shall be binding unless it is in writing and signed by authorized representatives of both parties.
28. ASSURANCE OF PERFORMANCE: If at any time the COUNTY has good objective cause to believe CONTRACTOR may not be adequately performing its obligations under this Agreement or that CONTRACTOR may fail to complete the Services as required by this Agreement, COUNTY may request from CONTRACTOR prompt written assurances of performance and a written plan acceptable to COUNTY, to correct the observed deficiencies in CONTRACTOR's performance. CONTRACTOR shall provide such written assurances and written plan within thirty (30) calendar days of its receipt of COUNTY's request and shall thereafter diligently commence and fully perform such written plan. CONTRACTOR acknowledges and agrees that any failure to provide such written assurances and written plan within the required time is a material breach under this Agreement.
29. SUBCONTRACTING/ASSIGNMENT: CONTRACTOR shall not subcontract, assign or delegate any portion of this Agreement or any duties or obligations hereunder without the COUNTY's prior written approval.
 - a. Neither party shall, on the basis of this Agreement, contract on behalf of or in the name of the other party. Any Agreement that violates this Section shall confer no rights on any party and shall be null and void.
 - b. Only the department head or his or her designee shall have the authority to approve subcontractor(s).
 - c. CONTRACTOR shall remain fully responsible for compliance by its subcontractors with all the terms of this Agreement, regardless of the terms of any Agreement between CONTRACTOR and its subcontractors.
30. SURVIVAL: The obligations of this Agreement, which by their nature would continue beyond the termination on expiration of the Agreement, including without limitation, the obligations regarding Indemnification (Paragraph 2), Ownership of Documents (Paragraph 8), and Conflict of Interest (Paragraph 9), shall survive termination or expiration for two (2) years.

31. SEVERABILITY: If a court of competent jurisdiction holds any provision of this Agreement to be illegal, unenforceable, or invalid in whole or in part for any reason, the validity and enforceability of the remaining provisions, or portions of them, will not be affected, unless an essential purpose of this Agreement would be defeated by the loss of the illegal, unenforceable, or invalid provision.
32. INTELLECTUAL PROPERTY WARRANTY: CONTRACTOR warrants and represents that it has secured all rights and licenses necessary for any and all materials, services, processes, software, or hardware ("CONTRACTOR PRODUCTS") to be provided by CONTRACTOR in the performance of this Agreement, including but not limited to any copyright, trademark, patent, trade secret, or right of publicity rights. CONTRACTOR hereby grants to COUNTY, or represents that it has secured from third parties, an irrevocable license (or sublicense) to reproduce, distribute, perform, display, prepare derivative works, make, use, sell, import, use in commerce, or otherwise utilize CONTRACTOR PRODUCTS to the extent reasonably necessary to use the CONTRACTOR PRODUCTS in the manner contemplated by this Agreement.

CONTRACTOR further warrants and represents that it knows of no allegations, claims, or threatened claims that the CONTRACTOR PRODUCTS provided to COUNTY under this Agreement infringe any patent, copyright, trademark or other proprietary right. In the event that any third party asserts a claim of infringement against the COUNTY relating to a CONTRACTOR PRODUCT, CONTRACTOR shall indemnify and defend the COUNTY pursuant to Paragraph 2 of this Agreement.

In the case of any such claim of infringement, CONTRACTOR shall either, at its option, (1) procure for COUNTY the right to continue using the CONTRACTOR Products; or (2) replace or modify the CONTRACTOR Products so that that they become non-infringing, but equivalent in functionality and performance.

33. ELECTRONIC COPIES: The parties agree that an electronic copy, including facsimile copy, email, or scanned copy of the executed Agreement, shall be deemed, and shall have the same legal force and effect as, an original document.
34. COOPERATION WITH COUNTY: CONTRACTOR shall cooperate with COUNTY and COUNTY staff in the performance of all work hereunder.
35. PERFORMANCE STANDARD: CONTRACTOR shall perform all work hereunder in a manner consistent with the level of competency and standard of care normally observed by a person practicing in CONTRACTOR's profession. COUNTY has relied upon the professional ability and training of CONTRACTOR as a material inducement to enter into this Agreement. CONTRACTOR hereby agrees to provide all services under this Agreement in accordance with generally accepted professional practices and standards of care, as well as the

requirements of applicable Federal, State, and local laws, it being understood that acceptance of CONTRACTOR's work by COUNTY shall not operate as a waiver or release. If COUNTY determines that any of CONTRACTOR's work is not in accordance with such level of competency and standard of care, COUNTY, in its sole discretion, shall have the right to do any or all of the following: (a) require CONTRACTOR to meet with COUNTY to review the quality of the work and resolve matters of concern; (b) require CONTRACTOR to repeat the work at no additional charge until it is satisfactory; (c) terminate this Agreement pursuant to the provisions of paragraph 19 (Termination) or (d) pursue any and all other remedies at law or in equity.

36. ATTORNEYS' FEES: In any action to enforce or interpret the terms of this Agreement, including but not limited to any action for declaratory relief, each party shall be solely responsible for and bear its own attorneys' fees, regardless of which party prevails.

[END OF GENERAL TERMS AND CONDITIONS]

EXHIBIT A

DEFINITION OF SERVICES

- I. CONTRACTOR shall provide Transitional Housing Program–Plus (THP-Plus) Services according to the following:
 - A. Program Overview and Eligibility
 1. CONTRACTOR shall operate a THP-Plus designed to support eligible former foster or probation youth transitioning to independent adulthood. THP-Plus eligibility criteria include:
 - a. Youth who are at least eighteen (18) and not yet twenty-five (25) years old.
 - b. Youth who have exited foster care or juvenile probation on or after their eighteenth (18th) birthday.
 - c. Qualified youth may participate in the program for up to thirty-six (36) cumulative months, or until their twenty-fifth (25th) birthday.
 - d. Each youth participant must have a current Transitional Independent Living Plan (TILP), updated at least annually.
 2. Funding Overlap Restrictions:
 - a. Youth receiving TILP or other foster care placement subsidies are not eligible for THP-Plus.
 - b. Youth receiving Family Unification Program (FUP) housing vouchers must disclose this funding; eligibility review may occur to prevent duplication.
 - c. Youth receiving Full Service Partnership (FSP), Enhanced Care Management (ECM), or Specialty Mental Health Services may be eligible if services are not duplicative and coordination is documented.
 - B. Housing Services
 1. THP-Plus participants shall be placed in COUNTY-approved housing models, including:
 - a. Scattered Site Housing: Independent apartments located throughout the community.
 - b. Host Family Housing: Placements with certified volunteer families.
 - c. Single Site Housing: Residential facilities such as Gibson House for youth requiring mental health supportive housing or apartment complexes.
 2. CONTRACTOR shall conduct a trauma-informed intake assessment to determine the most appropriate housing model based on each youth's needs.

3. Only youth requiring intensive mental health support may reside at Gibson House.

C. Living Supports

1. CONTRACTOR shall provide:
 - a. A monthly stipend for basic living expenses.
 - b. Access to essential furnishings and household supplies.
 - c. Transportation or assistance attending medical, mental health, and program-related appointments.

D. TILP Services

1. Each THP-Plus participant shall develop a TILP in collaboration with program staff. CONTRACTOR shall assist youth in achieving the following:
 - a. Housing stability.
 - b. Educational advancement (high school completion, general education (GED), college/trade school).
 - c. Sustainable employment.
 - d. Permanent connections to caring adults.
 - e. Health and self-sufficiency goals.
2. TILPs shall address:
 - a. Education advocacy and referrals to Foster Youth Services.
 - b. Enrollment assistance for college/trade school.
 - c. Job readiness and employment support.
 - d. Medical or mental health barriers to participation.
 - e. Affordable post-program housing options at less than or equal to thirty percent ($\leq 30\%$) of gross monthly income (for transitional placements).

E. Supportive Services

1. All services shall be individualized, trauma-informed, and culturally responsive. The following supports shall be provided:
 - a. Required Services and Minimum Monthly Hours

Service Type	Frequency	Minimum Monthly Hours
Case Management	Weekly/Biweekly	4 hours
Life Skills Training	Biweekly	4 hours

Service Type	Frequency	Minimum Monthly Hours
Education/Employment Support	As Needed	2–3 hours
Health & Housing Navigation	As Needed	3 hours

b. Service Categories:

- 1) Life Skills: Budgeting, cooking, cleaning, time management, conflict resolution.
- 2) Education and Employment Support: School enrollment, financial aid, resumes, interviews.
- 3) Housing Navigation and Exit Planning: Begins greater than or equal to ninety (≥90) days before exit; includes referrals, applications, and tenancy education.
- 4) Health and Wellness Coordination:
 - i. Assistance accessing dental, physical, and mental healthcare.
 - ii. Linking to insurance.
- 5) Legal and Documentation Assistance: Support with IDs, birth certificates, immigration status.
- 6) Prenatal Care and Parenting Support:
 - i. Enrollment in parenting classes.
 - ii. Pediatrician selection via Medi-Cal or private insurance.
 - iii. Immunization scheduling and well-child checkup.
 - iv. Referral to childcare resources and family support services.
- 7) Community Engagement:
 - i. Linkage to Homeless Continuum of Care resources.
 - ii. Activities to build relationships with family and trusted adults.

F. Crisis Intervention and Behavioral Health Services

1. CONTRACTOR shall provide twenty-four (24) hour crisis intervention and behavioral health support, including:
 - a. On-call professional response.
 - b. Referral to County Mental Health Services.
 - c. Access to a staff Mental Health Professional (available 24/7).
 - d. Coordination of individual and group therapy or rehabilitation services through Medi-Cal providers.
 - e. Transportation and support in attending related medical appointments.

G. Aftercare Services

1. Upon graduation from the program, CONTRACTOR shall offer to each participant:

- a. Mentorship: Each youth shall be connected to an adult mentor for a minimum of six (6) months.
- b. Support Groups and Community Linkage.
- c. Outcome evaluations for up to two (2) years post-exit.

H. Oversight, Assessments, and Evaluation

1. CONTRACTOR shall:

- a. Monitor participant well-being and placement safety.
- b. Offer youth mentorship opportunities.
- c. Administer the Youth Efficacy/Empowerment – Mental Health (YES-MH) and Youth Participation in Planning (YPP) assessment tools (Appendix B):
 - i. Assessment Schedule:
 - 1) Upon program entry.
 - 2) At program exit.
 - 3) Annually (June 2026).
 - 4) Assessments shall be scored per official YES-MH and YPP guidance.

I. Reporting Requirements

1. Monthly Reporting (Due by the 15th of each month), including:

- a. YES-MH and YPP scores (entry, annual, exit).
- b. Demographics and service metrics, including:
 - i. Participants served.
 - ii. Homelessness at entry and exit.
 - iii. Permanent housing placement.
 - iv. Employment, education, LGBTQIA+ status, disabilities.
 - v. Prior incarceration, juvenile probation, foster care history.
 - vi. Parenting status and number of minor children.
 - vii. Racial/ethnic demographics.
 - viii. Duration in THP-Plus.
 - ix. Services provided and referral linkages per youth.
 - x. Expenditures per youth for housing, furnishings, and stipends.
 - xi. Crisis support needs, types, and frequency.

2. Cumulative Annual Report (Due July 1, 2026), including:

- a. Comparative YES-MH scores across multi-year participants.
- b. Prioritization strategies for foster/probation youth.
- c. Program successes and barriers encountered.

J. Confidentiality and Compliance

1. CONTRACTOR shall maintain full compliance with:

- a. California Welfare and Institutions Code §827.
- b. California Department of Social Services Confidentiality, Fraud, Civil Rights and State Hearings Manual – Chapter 19.
- c. Health Insurance Portability and Accountability Act regulations for client record security and confidentiality.

K. Funding Disclaimer

CONTRACTOR acknowledges that funding provided under this Agreement is limited to the Agreement period. No presumption of continuation or renewal of funding beyond the current term shall be made.

[END OF DEFINITION OF SERVICES]

EXHIBIT B

PAYMENT TERMS

I. Compensation

A. COUNTY shall pay CONTRACTOR for services rendered under this Agreement as follows:

1. A monthly rate of Two Thousand Four Hundred Dollars (\$2,400) per eligible program participant actively enrolled in Transitional Housing Program–Plus (THP-Plus).
2. A monthly rate of Two Thousand Eight Hundred Dollars (\$2,800) per eligible parenting youth participant actively enrolled in THP-Plus.
3. Compensation shall include all services, staffing, housing supports, administrative functions, and reporting requirements as outlined in Exhibit A.

B. COUNTY authorizes payment for up to approximately five (5) participants per month. Additional eligible youth may be served beyond this number provided total payments remain within the maximum Agreement amount.

II. Monthly Invoice and Reporting Submission

A. To receive monthly compensation, CONTRACTOR shall:

1. Submit a monthly invoice accompanied by the monthly program report as detailed in Exhibit A, Section I.1.
2. Submit invoice and report no later than the fifteenth (15th) calendar day of each month, reflecting services provided during the previous month.
3. Ensure reports include:
 - a. Participant eligibility and enrollment status.
 - b. Youth Efficacy/Empowerment – Mental Health (YES-MH) and Youth Participation in Planning (YPP) scores, service delivery metrics, demographics, and expenditure data.
 - c. Summary of housing placements, supportive services provided, and staffing oversight.

III. Final Invoice and Annual Reporting

A. For services provided through June 2026, CONTRACTOR shall:

1. Submit final invoice.
2. Submit monthly report for June 2026.
3. Submit cumulative annual report as described in Exhibit A, Section I.2.
4. Ensure all items are received by COUNTY no later than July 1, 2026 in order to initiate final payment under this Agreement.

IV. All billing and reports shall be submitted to:

Family and Children's Services
P.O. Box 839
Ukiah, CA 95482
Attn: Waldi Helma
FCSinvoices@mendocinocounty.gov

V. Payments under this Agreement shall not exceed One Hundred Fifty-Six Thousand Dollars (\$156,000) for the term of this Agreement.

[END OF PAYMENT TERMS]

EXHIBIT C

INSURANCE REQUIREMENTS

Insurance coverage in a minimum amount set forth herein shall not be construed to relieve CONTRACTOR for liability in excess of such coverage, nor shall it preclude COUNTY from taking such other action as is available to it under any other provisions of this Agreement or otherwise in law. Insurance requirements shall be in addition to, and not in lieu of, CONTRACTOR's indemnity obligations under Paragraph 2 of this Agreement.

CONTRACTOR shall obtain and maintain insurance coverage as follows:

- a. Combined single limit bodily injury liability and property damage liability - \$1,000,000 each occurrence.
- b. Vehicle / Bodily Injury combined single limit vehicle bodily injury and property damage liability - \$500,000 each occurrence.

CONTRACTOR shall furnish to COUNTY certificates of insurance evidencing the minimum levels described above.

[END OF INSURANCE REQUIREMENTS]

EXHIBIT D
CONTRACTOR ASSURANCE OF COMPLIANCE WITH
MENDOCINO COUNTY
Department of Social Services
NONDISCRIMINATION IN STATE
AND FEDERALLY ASSISTED PROGRAMS

NAME OF CONTRACTOR: **REDWOOD COMMUNITY SERVICES, INC.**

HEREBY AGREES THAT it will comply with Title VI and VII of the Civil Rights Act of 1964 as amended; Section 504 of the Rehabilitation Act of 1973 as amended; the Age Discrimination Act of 1975 as amended; the Food Stamp Act of 1977, as amended and in particular section 272.6; Title II of the Americans with Disabilities Act of 1990; California Civil Code Section 51 et seq., as amended; California Government Code section 11135-11139.5, as amended; California Government Code section 12940 (c), (h) (1), (i), and (j); California Government Code section 4450; Title 22, California Code of Regulations section 98000 – 98413; Title 24 of the California Code of Regulations, Section 3105A(e); the Dymally-Alatorre Bilingual Services Act (California Government Code Section 7290-7299.8); Section 1808 of the Removal of Barriers to Interethnic Adoption Act of 1996; and other applicable federal and state laws, as well as their implementing regulations [including 45 Code of Federal Regulations (CFR) Parts 80, 84, and 91, 7 CFR Part 15, and 28 CFR Part 42], by ensuring that employment practices and the administration of public assistance and social services programs are nondiscriminatory, to the effect that no person shall because of ethnic group identification, age, sex, sexual orientation, color, disability, medical condition, national origin, race, ancestry, marital status, religion, religious creed or political belief be excluded from participation in or be denied the benefits of, or be otherwise subject to discrimination under any program or activity receiving federal or state financial assistance; and **HEREBY GIVE ASSURANCE THAT** it will immediately take any measures necessary to effectuate this Agreement.

THIS ASSURANCE is given in consideration of and for the purpose of obtaining any and all federal and state assistance; and **THE CONTRACTOR HEREBY GIVES ASSURANCE THAT** administrative methods/procedures which have the effect of subjecting individuals to discrimination or defeating the objectives of the California Department of Social Services (CDSS) Manual of Policies and Procedures (MPP) Chapter 21, will be prohibited.

BY ACCEPTING THIS ASSURANCE, CONTRACTOR agrees to compile data, maintain records and submit reports as required, to permit effective enforcement of the aforementioned laws, rules and regulations and permit authorized CDSS and/or federal government personnel, during normal working hours, to review such records, books and accounts as needed to ascertain compliance. If there are any violations of this assurance, CDSS shall have the right to invoke fiscal sanctions or other legal remedies in accordance with Welfare and Institutions Code section 10605, or Government Code section 11135-11139.5, or any other laws, or the issue may be referred to the appropriate federal agency for further compliance action and enforcement of this assurance.

THIS ASSURANCE is binding on CONTRACTOR directly or through contract, license, or other provider services, as long as it receives federal or state assistance.

9/3/2025

Date
P.O. Box 2077, Ukiah, CA 95482
Address of CONTRACTOR

Victoria Kelly

CONTRACTOR Signature

Appendix A
CERTIFICATION REGARDING
DEBARMENT, SUSPENSION, and OTHER RESPONSIBILITY MATTERS
LOWER TIER COVERED TRANSACTIONS

This certification is required by the regulations implementing Executive Order 12549, Debarment and Suspension, 29 CFR Part 98, Section 98.510, Participants' responsibilities. The regulations were published as Part VII of the May 26, 1988 **Federal Register** (pages 19160-19211).

- (1) The primary principal certifies to the best of its knowledge and belief, that it and its principals:
 - (a) Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any Federal department or agency:
 - (b) Have not within a three-year period preceding this proposal been convicted of or had a civil judgment tendered against them for commission of fraud or a criminal offence in connection with obtaining, attempting to obtain, or performing a public (Federal, State, or local) transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsifications or destruction of records, making false statements, or receiving stolen property;
 - (c) Are not presently indicted for or otherwise criminally or civilly charged by a government entity (Federal, State, or local) with commission of any of the offenses enumerated in paragraph (1) (b) of this certification, and
 - (d) Have not, within a three-year period preceding this application/proposal, had one or more public transactions (Federal, State, or local) terminated for cause or default.
- (2) Where the primary principal is unable to certify to any of the statements in this certification, such principal shall attach an explanation.

<p><u>Victoria Kelly</u> (Type Name)</p>	<p><u>REDWOOD COMMUNITY SERVICES, INC.</u> (Organization Name)</p>
<p><u>Chief Executive Officer</u> (Title)</p>	<p><u>P.O. Box 2077</u> <u>Ukiah, CA 95482</u> (Organization Address)</p>
<p>DocuSigned by: <u>Victoria Kelly</u> <small>37E085248610457...</small> (Signature)</p>	<p><u>9/3/2025</u> (Date)</p>

Appendix B

YES - MH & YPP PACKET CONTENTS

1. Introduction to YES-MH and YPP
2. Administration and Scoring of YES-MH and YPP (*Updated 2019*)
3. Demographic Information Collection Sheet
4. Youth Efficacy/Empowerment Scale - Mental Health
5. Youth Participation In Planning Scale



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INTRODUCTION TO THE YOUTH EFFICACY/ EMPOWERMENT · MENTAL HEALTH AND THE YOUTH PARTICIPATION IN PLANNING SCALE

This packet brings you introductory information about two new measures developed by the Research and Training Center on Family Support and Children's Mental Health. The two new measures are

- ***Youth Efficacy / Empowerment Scale-Mental Health (YES-MH)***. This measure was designed to assess youth perceptions of efficacy with respect to managing their own mental health condition, managing their own services and supports, and using their experience and knowledge to help peers and improve service systems.
- ***Youth Participation in Planning Scale (YPP)***. The YPP assesses youth perceptions of whether interdisciplinary teams that create service, care, or treatment plans support meaningful youth participation in the planning process.

This packet contains a brief introduction to the two measures, including a summary of the process by which the measures were developed. The packet also contains preview versions of each measure.

If you wish to use one or both of the measures, you can request reproducible versions of the measures and an administration and scoring guide from rtcpubs@pdx.edu. There is no charge to use or reproduce the measures.



Walker, J. S. & Powers, L. E. (2007). Introduction to the Youth Self-Efficacy Scale/Mental Health and the Youth Participation in Planning Scale. Portland, OR: Research and Training Center on Family Support and Children's Mental Health, Portland State University.

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INTRODUCTION TO THE MEASURES

This is a brief introduction to two new measures that are highly relevant to research and evaluation in children's mental health that is undertaken from a youth development or system of care perspective. The first measure, the *Youth Efficacy / Empowerment Scale-Mental Health* (YES-MH), is an adaptation from the Family Empowerment Scale,¹ and was designed to assess youth perceptions of confidence and efficacy with respect to managing their own mental health condition, managing their own services and supports, and using their experience and knowledge to help peers and improve service systems. The second measure, the *Youth Participation in Planning Scale* (YPP), is also based on a scale developed for caregivers;² however the changes made were significant enough that the scale cannot be considered simply as an adaptation. The YPP assesses youth perceptions of whether interdisciplinary teams that create service, care, or treatment plans support meaningful youth participation in the planning process.

The President's New Freedom Commission places at the core of its vision of a transformed mental health system the idea that every child with a serious emotional disturbance will have a comprehensive, individualized plan of care. Such plans are to be developed by youth, families, and providers working in full partnership to select treatment goals and strategies, and to monitor progress. A similar vision is expressed in the principles that guide systems of care for children's mental health. This vision of

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transformation stands in contrast to the existing reality in children's mental health, in which youth in particular typically have little meaningful input in the process of creating plans.

Visions of mental health systems transformation also include an emphasis on empowerment. In this context, empowerment can be seen as reflecting a young person's efficacy or sense of confidence at three levels: self—managing his or her own condition; service/support—managing services and supports so that they are consistent with the young person's goals and values; and system—using his or her experience to benefit others.

An assessment of the extent to which transformation is occurring thus includes the need to measure the extent to which mental health contexts promote youth efficacy / empowerment and youth participation in planning. The YPP and the YES-MH were developed to meet this need.

Method

The research team convened several feedback groups of youth to review the items in the caregiver empowerment and participation scales, and to suggest wording for items in versions of the scales adapted for youth. This process proceeded relatively smoothly for the efficacy/empowerment items; however, this was not the case for the participation items—feedback emphasized that existing measures 1) did not set the bar high enough in terms of expectations for participation and 2) did not include other necessary aspects of participation such as the opportunity to be prepared in advance.

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Additional items were thus generated for the participation scale and further feedback was sought.

After new items were created for the participation scale, the research team created a survey that included the potential items for the YES and the YPP as well as questions about the type of planning received and goals on the plan and how important they were perceived to be. The survey also asked about youth living situation (present and past), diagnoses, income, and other demographic information. The sample sought was 180 total youth, 60 of whom would retake the survey after about six weeks, and 60 of whom would take the survey as part of a caregiver-youth dyad, with the caregiver doing a version of the survey that focused on their youth's participation in planning. Youth were eligible for the survey if they were between 14-21 and had received team planning in the last year.

Survey packets were distributed either 1) at the request of adult caregivers of eligible youth (e.g., caregivers provided contact information at conferences), or 2) through intermediaries, typically providers of team planning like wraparound programs or schools (through their IEP process).

Results

Surveys were collected until the desired sample was achieved ($N=188$). Respondents were 57% male and had a mean age of 16.2. Seventy-four percent reported having taken medication for mental health reasons, and 85% reported receiving free or reduced lunch. Caregivers reported a mean income of \$20,800.

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Analyses of zip codes put the mean income of counties represented at 49% of US median household income. Based on respondents' own descriptions of their race/ethnicity, 57.8% were categorized as White, 26.6% African American, and 12.2% Asian, with the remainder providing other answers. The most common diagnoses provided by youth were ADHD (36.2%), depression (19.0%) and bipolar disorder (16.2%). Many youth listed several diagnoses. While most youth reported *currently* living with parents (55.8%), others were in foster care (15.0%), residential treatment (9.2%), on their own (4.6%), or in correctional facilities (4.2%). Forty percent of youth reported *ever* having lived in foster care, 27.2% in a group home, 22.9% in residential treatment, 22.7% in a psychiatric hospital, and 20.3% in a correctional facility.

Factor analyses for self-efficacy and participation items were performed separately using principal axis factoring and oblique rotation. A three-factor solution emerged for each measure. Several items were dropped from each measure because of either cross loading or low loadings on all three factors. The remaining items all loaded on one factor at least .500 and on no other factor more than .300.

The YPP has 16 items on three subscales. Items have high loadings, low cross loadings, and the subscales have good to excellent internal reliability. The subscales are "plan and planning process reflect my perspective" (8 items, Cronbach's $\alpha = .898$); preparation to participate (4 items, $\alpha = .750$); and accountability (4 items, $\alpha = .784$). The YES has 20 items on subscales which parallel the subscales for the caregiver version and reflect efficacy / empowerment at three levels, self (confidence and optimism about

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coping with/managing one's condition; $\alpha=.852$), services (confidence and capacity to work with service providers to select and optimize services and supports; $\alpha=.833$), and system (confidence and capacity to help providers improve services and to help other youth understand the service system; $\alpha=.882$). Mean scores for the total participation and total efficacy / empowerment scales were significantly different between youth with low, medium, and high satisfaction with their plans (a variable created from six survey items—YPP: $F(2, 156)=13.0, p<.001$; YSS: $F(2, 155)=18.7, p<.001$). Post-hoc analyses showed all differences between means were significant. Total efficacy / empowerment and participation scales were correlated (.623, $p<.001$) and subscales were correlated according to prediction, with highest correlation between participation (planning) and efficacy / empowerment (services and supports) (.724, $p<.001$), and lowest correlations between efficacy / empowerment (system) and the three participation subscales. Caregiver and youth total participation scores were highly correlated (.633, $p<.001$), as were test-retest for the YPP (.749, $p<.001$) and the YES (.635, $p<.001$). The factor structure of the YPP was well mirrored by the factor structure of the parallel caregiver version (Tucker's phi $>.90$ for all three factors).

Conclusion

Results from this initial study show evidence of a clear factor structure and good reliability for the two measures, and provide initial information about the validity of the YES and YPP.

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References

1. Koren PE, DeChillo N, Friesen BJ. Measuring empowerment in families whose children have emotional disabilities. *Rehabilitation Psychology*. 1992;34:305-321.
2. Friesen BJ, Pullman M. Family participation in planning services: A brief measure. In: Newman C, Liberton C, Kutash K, Friedman RM, eds. *The 14th annual research conference proceedings. A system of care for children's mental health: Expanding the research base*. February 25 - 28, 2001. Tampa, FL: University of South Florida, The Louis de la Parte Florida Mental Health Institute, Research and Training Center for Children's Mental Health; 2002;235-238.

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ADMINISTRATION AND SCORING OF THE YOUTH EFFICACY/EMPOWERMENT SCALE MENTAL HEALTH (YES-MH) AND THE YOUTH PARTICIPATION IN PLANNING SCALE (YPP)

Date, Identification, and Demographic Information

Before you administer the YES and/or the YPP, record the date of administration in the box on the first page of the measure(s). An identification number may be entered in the box labeled /0 if, found at the top right on the first page of each measure.

Use the *Demographic Information Collection Sheet* to gather background information about each young person to whom you administer the YES and/or the YPP. This information can be gathered via interview, or youths can fill it out themselves.

YES

Administration

The *Youth Efficacy/ Empowerment Scale - Mental Health (YES-MH)* is designed to assess youths' perceptions of efficacy and empowerment with respect to managing their own mental health conditions, managing their own services and supports, and using their experience and knowledge to help peers and improve service systems. The YES has 20 items on three subscales:

- *Self* (confidence and optimism about coping with / managing one's own condition; 6 items, $\alpha = .852$),
- *Services* (confidence and capacity to work with service providers to select and optimize services and supports; 7 items, $\alpha = .833$), and
- *System* (confidence and capacity to help providers improve services and to help other youth understand the service system; 7 items, $\alpha = .882$).

The subscales can be used separately. The sum of their scores yields a score for overall youth efficacy/ empowerment with respect to mental health.

The YES can be administered via face-to-face interview, or it can be self-administered using either a paper or online version. The YES has been used successfully with children as young as 9 years old using an interview, and with children as young as 13 using the paper version.

Walker, J.S. & Powers, L. E. (2008). Administration and scoring of the Youth Efficacy/ Empowerment Scale - Mental Health and the Youth Participation In Planning Scale. Portland, OR: Research and Training Center on Family Support and Children's Mental Health, Portland State University.

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YES

Scoring

Scoring assumes that a respondent has rated all items. If there is one unanswered item on a subscale (*Self*, *Services* or *System*), fill that in with the average of the other items from that subscale. If there is more than one item that is unanswered on a given subscale, a score for that subscale cannot be computed.

NOTE: Negatively worded, "reversed," items (4, 11, and 19—see details below) are NOT included in the calculations. These are included as a check against respondents providing the same rating for all items. If you find a respondent has given the same response on all the items in a theme, their data should be discarded.

The responses for individual items are summed as follows to obtain the subscale scores:

- *Theme 1, Self*, sum items 1, 2, 3, 5, 6 and 7 (i.e., all items in the first section except item 4).
Add up the scores from the six included items. The scores will be between 0-30.
- *Theme 2, Services*, sum items 8, 9, 10, 12, 13, 14 and 15 (i.e., all items in the second section except item 11).
Add the scores from the other seven items. The scores could run from 0-35.
- *Theme 3, System*, sum items 16, 17, 18, 20, 21, 22 and 23 (i.e., all items in the third section except item 19).
Add the scores for the other seven items. Scores could run from 0-35.

Sum the *Self*, *Services*, and *System* subscale scores to get the total YES score. Remember that there can be no total score if there is more than one item missing for any of the three subscales.

Data gathered during the development of the YES showed these characteristics for the subscale and total scale scores:

	Mean	Lower quartile	Upper quartile
<i>Self</i>	22.9	<19	> 26
<i>Services</i>	26.8	< 23	> 31
<i>System</i>	23.1	<19	> 28
YES Total	72.7	< 64	> 83

Walker, J.S. & Powers, L. E. (2008). Administration and scoring of the Youth Efficacy/ Empowerment Scale - Mental Health and the Youth Participation In Planning Scale. Portland, OR: Research and Training Center on Family Support and Children's Mental Health, Portland State University.

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YPP

Administration

The *Youth Participation in Planning Scale (YPP)* assesses youth perceptions of whether interdisciplinary teams that create service, care, or treatment plans support meaningful youth participation in planning and decision-making. The YPP has been used to assess youth participation on a variety of teams in a variety of contexts, including Individualized Education Planning (IEP) teams, transition planning teams, wraparound teams, youth/family decision teams, and other teams in juvenile justice, mental health, and child welfare contexts.

The YPP has 16 items on three subscales:

- *Plan and planning process reflect youth perspective* (8 items, $\alpha = .898$),
- *Preparation* (4 items, $\alpha = .750$), and
- *Accountability* (4 items, $\alpha = .784$).

The sum of the subscale scores yields a score for overall youth participation in planning.

The YPP can be administered face-to-face interview, or it can be self-administered using either a paper or online version. The YPP has been used successfully with children as young as 9 years old using an interview, and with children as young as 13 using the paper version.

YPP

Scoring

The responses for individual items are summed as follows to obtain the subscale scores:

- *Plan and planning process reflect youth perspective*, sum items 1, 2, 5, 9, 12, 15, 17 and 23.
- *Preparation*, sum items 3, 10, 16 and 21.
- *Accountability*, sum items 4, 7, 14 and 20.

Sum the three subscale scores to get the total YPP score.

The "reversed" items (items 6, 11 and 19) are *not* included in either the subscale or total scores. These items are used as a means of checking to see whether respondents are basing their answers on item content. The current version of the measure also includes four test items (items 8, 13, 18 and 22) that are *not* included in the subscale or total scores. These items will be evaluated in analyses by the Research and Training Center research team for possible inclusion in future versions of the YPP. The intention is to develop versions of the *Preparation* and *Accountability* subscales with five items each.

Walker, J.S. & Powers, L. E. (2008). Administration and scoring of the Youth Efficacy/ Empowerment Scale - Mental Health and the Youth Participation in Planning Scale. Portland, OR: Research and Training Center on Family Support and Children's Mental Health, Portland State University.

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DEMOGRAPHIC INFORMATION FOR THE
YOUTH EFFICACY / EMPOWERMENT SCALE, MENTAL HEALTH
AND THE YOUTH PARTICIPATION IN PLANNING SCALE

PLEASE PROVIDE US WITH A BIT OF INFORMATION ABOUT YOURSELF AND YOUR FAMILY:

1. What is your gender identity? female male other (please describe): _____
2. What is the zip code where you currently live? _____
3. What is your age? _____
4. What is your race/ethnicity? (Check ONE answer that BEST describes you):
 White/Caucasian Black/African-American
 Hispanic/Latino/a Alaskan/Native American
 Asian-American other: _____
5. Have you ever received free or reduced lunch at school? yes no

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6. Have you ever taken medication for emotional or mental health difficulties? yes no

7. Have you been given a name or diagnosis for your emotional or mental health difficulties (Examples: ADHD, ODD, Asperger's, etc.)? If so, please write it here: _____

8. Check the answer below that best describes where you live now (Check ONE):

- | | | |
|---|---|---|
| <input type="checkbox"/> independent/on my own | <input type="checkbox"/> living with parent(s) | <input type="checkbox"/> living with relatives other than parents |
| <input type="checkbox"/> foster care | <input type="checkbox"/> group home | <input type="checkbox"/> residential treatment |
| <input type="checkbox"/> psychiatric hospital | <input type="checkbox"/> homeless/couch surfing | <input type="checkbox"/> correctional facility |
| <input type="checkbox"/> other (please describe): _____ | | |

9. Have you ever been in any of these living situations? (Check ALL that apply)

- | | | |
|--|--|---|
| <input type="checkbox"/> independent/on my own | <input type="checkbox"/> living with parent(s) | <input type="checkbox"/> living with relatives other than parents |
| <input type="checkbox"/> foster care | <input type="checkbox"/> group home | <input type="checkbox"/> residential treatment |
| <input type="checkbox"/> psychiatric hospital | <input type="checkbox"/> homeless /couch surfing | <input type="checkbox"/> correctional facility |



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ID#: YOUTH-_____

YOUTH EFFICACY / EMPOWERMENT SCALE — MENTAL HEALTH

This survey asks you about how you manage your emotions and mental health, how you manage services and supports, and how you help change or improve service systems. There are no right or wrong answers.

Please write the date you are filling this out:

Self

	Always or almost always	Mostly	Sometimes	Rarely	Never or almost never
1. I focus on the good things in life, not just the problems.	5	4	3	2	1
2. I make changes in my life so I can live successfully with my emotional or mental health challenges.	5	4	3	2	1
3. I feel I can take steps toward the future I want.	5	4	3	2	1
4. I worry that difficulties related to my mental health or emotions will keep me from having a good life.	5	4	3	2	1
5. I know how to take care of my mental or emotional health.	5	4	3	2	1

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	Always or almost always	Mostly	Sometimes	Rarely	Never or almost never
6. When problems arise with my mental health or emotions, I handle them pretty well.	5	4	3	2	1
7. I feel my life is under control.	5	4	3	2	1
Service					
	Always or almost always	Mostly	Sometimes	Rarely	Never or almost never
8. When a service or support is not working for me, I take steps to get it changed.	5	4	3	2	1
9. I tell service providers what I think about services I get from them.	5	4	3	2	1
10. I believe that services and supports can help me reach my goals.	5	4	3	2	1
11. I am overwhelmed when I have to make a decision about my services or supports.	5	4	3	2	1
12. My opinion is just as important as service providers' opinions in deciding what services and supports I need.	5	4	3	2	1
13. I know the steps to take when I think that I am receiving poor services or supports.	5	4	3	2	1

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	Always or almost always	Mostly	Sometimes	Rarely	Never or almost never
14. I understand how my services and supports are supposed to help me.	5	4	3	2	1
15. I work with providers to adjust my services or supports so they fit my needs.	5	4	3	2	1
<i>System</i>					
	Always or almost always	Mostly	Sometimes	Rarely	Never or almost never
16. I feel I can help improve services or supports for young people with emotional or mental health difficulties.	5	4	3	2	1
17. I have ideas about how to improve services for young people with emotional or mental health difficulties.	5	4	3	2	1
18. I know about the legal rights that young people with mental health difficulties have.	5	4	3	2	1
19. I feel that trying to change mental health services and supports is a waste of time.	5	4	3	2	1
20. I take opportunities to speak out and educate people about what it's like to experience emotional or mental health difficulties.	5	4	3	2	1

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	Always or almost always	Mostly	Sometimes	Rarely	Never or almost never
21. I feel that I can use my knowledge and experience to help other young people with emotional or mental health difficulties.	5	4	3	2	1
22. I tell people in agencies and schools how services for young people can be improved.	5	4	3	2	1
23. I help other young people learn about services or supports that might help them.	5	4	3	2	1

Was this survey:

hard to complete hard to understand too long just right

Comments and/or suggestions:

Thank you for completing this information!

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ID#: YOUR# _____

YOUTH PARTICIPATION IN PLANNING

This survey asks you what happens when you are working with other people on a team to plan for services and supports. There are no right or wrong answers.

Please write the date you are filling this out:

Please answer these questions based on your experiences WITH YOUR PLANNING TEAM during the PAST 2-3 MONTHS.	Always or almost always	Mostly	Sometimes	Rarely	Never or almost never
1. During planning, I have plenty of opportunities to express my ideas.	5	4	3	2	1
2. I understand what's in my plan.	5	4	3	2	1
3. I help decide what is on the agenda for my team meetings.	5	4	3	2	1
4. Team members have specific tasks to do for my plan.	5	4	3	2	1
5. During planning, we make changes to my plan based on my ideas.	5	4	3	2	1
6. The goals on my plan are unrealistic.	5	4	3	2	1
7. I get an up-to-date copy of my plan.	5	4	3	2	1

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Appendix B

Please answer these questions based on your experiences WITH YOUR PLANNING TEAM during the PAST 2-3 MONTHS.	Always or almost always	Mostly	Sometimes	Rarely	Never or almost never
8. Before a meeting, I am able to get answers to any questions I have about my participation in the meeting.	5	4	3	2	1
9. My plan fits with my background and values.	5	4	3	2	1
10. Before a meeting, someone helps me decide how I want to express my ideas to the team.	5	4	3	2	1
11. When we are working on my plan, people use professional language that is difficult to understand.	5	4	3	2	1
12. I get to make decisions about the best ways to reach the goals in my plan.	5	4	3	2	1
13. Before a team meeting, I am told about all the topics that will be on the agenda.	5	4	3	2	1
14. Team members report to me about what they are doing for my plan.	5	4	3	2	1
15. I understand everything that is decided while we are working on my plan.	5	4	3	2	1
16. I help decide who is invited to my meetings.	5	4	3	2	1
17. My plan helps me see that I can use my skills and abilities to reach my goals.	5	4	3	2	1
18. During a meeting, the team makes clear decisions about who will do what for my plan.	5	4	3	2	1

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Appendix B

Please answer these questions based on your experiences WITH YOUR PLANNING TEAM during the PAST 2-3 MONTHS.		Always or almost always	Mostly	Sometimes	Rarely	Never or almost never
19.	My plan is more about what other people want than about what I want.	5	4	3	2	1
20.	Team members follow through on what they have agreed to do for my plan.	5	4	3	2	1
21.	Someone from the team helps me plan the things I want to say at the meeting.	5	4	3	2	1
22.	During a meeting, people stick to the agenda.	5	4	3	2	1
23.	My plan includes the goals that are most important to me.	5	4	3	2	1

Was this survey:

hard to complete hard to understand too long just right

Comments and/or suggestions:

Thank you for completing this information!

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